

# Checklist of Required Elements for Full Applications

For BHA to evaluate your full application, it must meet all of the following criteria:



## PRESENTATION

- ☐ Adheres to the requirements under Section 4, Formatting Instructions.
- ☐ Conforms to a limit of 25 pages plus two pages per sub-sector, excluding the Cover Page, Cost Application, Activity Summary Table, and supporting documentation. *For example, an application with three sub-sectors cannot exceed 31 pages.*

## APPLICATION CONTENTS



### ☐ Technical Narrative:

- ☐ Includes a cover page with the required information.
- ☐ Includes an Activity Summary Table which includes the same type of information presented in the sample format provided as [Annex C](#) on the BHA Resources page.
- ☐ Includes a Theory of Change (*statement*).
- ☐ Clearly describes the humanitarian crisis or problem you will address and the need for BHA resources.
- ☐ Identifies an appropriate goal and purpose(s), with sectors and sub-sectors clearly linked to the purpose(s). The goals and purpose(s) must clearly relate to the BHA Mission.
- ☐ Addresses the applicable Sector Requirements (SRs) outlined in [Annex A](#).
- ☐ Uses keywords (*identified in [Annex A](#)*) and indicators, linked to sectors, sub-sectors, and keywords (*identified in [Annex B](#)*).
- ☐ Clearly identifies restricted goods or commodities and provides appropriate documentation as outlined in the SRs.
- ☐ Clearly identifies transfer modalities based on needs assessments (See [Annex A](#), Section 2.4).
- ☐ Includes cost information for the prime awardee and any proposed sub-awards and contracts requiring approval (See [Section 7](#) for details).
- ☐ A detailed budget in U.S. Dollars (USD) in Excel or equivalent format that follows the guidance in [Section 7](#).
- ☐ A budget narrative in Microsoft Word or a compatible equivalent.
- ☐ Commodity Calculator (*for Title II commodities*).
- ☐ Completed and signed Standard Forms (SF) 424(a), (b), and (c) as applicable.
- ☐ A copy of the organization's Negotiated Indirect Cost Rate Agreement (NICRA) as applicable.



☐ **Supporting Documents as Annexes (See Section 10 for details):**

- ☐ Signed Certifications and Assurances.
- ☐ A Branding Strategy and Marking Plan (BSMP), even if a waiver is in place or if you are requesting a waiver.
- ☐ Needs assessment analysis and report.
- ☐ A Safety and Security Plan with location-specific information for all proposed intervention sites.
- ☐ The organization's Code of Conduct - consistent with the UN Inter-Agency Standing Committee (IASC) Task Force on Protection from Sexual Exploitation and Abuse (PSEA) in Humanitarian Crises.
- ☐ Implementation Details for your organization's Code of Conduct by activity location(s), not to exceed one page.
- ☐ Accountability to Affected Populations Plan, not to exceed one page.
- ☐ Monitoring and Evaluation Plan, including Indicator Tracking Table.
- ☐ Abbreviated Statement of Work and Report for baseline data (*for activities with duration of six months or more*).
- ☐ Evaluation Plan with Abbreviated Scope of Work (for activities extended to 18 months or more).
- ☐ Adaptive Management Plan for activities lasting 12 months or more.
- ☐ Risk Assessment and Management Plan.
- ☐ Supply Chain Requirements Annex and Associated Documentation.
- ☐ Structure and Performance Documentation.



☐ **A list or map of proposed intervention locations (*if not submitted within the application narrative*).**

☐ **Encouraged annexes, but not required:**

- ☐ Gender Analysis, encouraged for applications 12 months and over.
- ☐ Detailed Implementation Plan.

☐ **Optional:**

- ☐ Voluntary Survey on Faith-Based and Community Organizations.